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ABSTRACT

This 13-item annotated bibliography was compiled through a search of the Educational Resources Information Center (ERIC) database using the following descriptors: Library Automation, Bibliographic Databases, Bibliographic Utilities, Online Catalogs, Machine Readable Cataloging, and Integrated Library Systems. Among the issues addressed are the impact of CD-ROM technology on the school library media center, planning for library automation, management of library automation, retrospective conversion, and expanding the online catalog. (GL)

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AUTOMATING THE SCHOOL LIBRARY MEDIA CENTER

A Select ERIC Bibliography

Mini-Bib

Compiled by

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May 1990

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A Select ERIC Bibliography

Citations in this bibliography were selected through a computer search of the Educational Resources Information Center (ERIC) database. The following descriptors were used: **library automation, bibliographic databases, bibliographic utilities, online catalogs, machine readable cataloging, integrated library systems.**

Baumbach, Donna J. (Spring 1990). CD-ROM: Information at Your Fingertips! *School Library Media Quarterly* 18(3), pp. 142-149. (Available UMI: EJ number pending).

Briefly describes CD-ROM technology and possible impacts upon the school library media center. Advantages, disadvantages, and possible future developments are presented as well as some ideas to help library media specialists implement CD-ROM in their schools.

Bills, Linda G. and Helgerson, Linda W. (1988). CD-ROM Public Access Catalogs: Database Creation and Maintenance. *Library Hi Tech* 6(1), pp. 67-86. (Available UMI: EJ 372 367).

Reports information gathered from eight vendors on the preparation of bibliographic data for CD-ROM public access catalogs: (1) sources of bibliographic records; (2) duplicate record handling; (3) holdings and location information; (4) maintaining the database; (5) authority control; (6) record corrections; (7) extraction of subsets; (8) statistics on the databases; and (9) database uses.

Boss, Richard W., and Espo, Hal. (October 1, 1987). Standards, Database Design, and Retrospective Conversion. *Library Journal* 112(16), pp. 54-58. (Available UMI: EJ 359 729).

Discusses several areas to be considered in planning for library automation: (1) cataloging standards; (2) MARC (Machine-Readable Cataloging) format; (3) database design; (4) retrospective conversion; (5) REMARC, a retrospective conversion service; (6) MiniMARC, a stand-alone cataloging support system; (7) copy-specific file conversion; and (8) patron file creation.

Buchholz, James L. (1987). *Implementing and Evaluating a Bibliographic Retrieval System for Print and Non-Print Media Materials*. 185 pp. (Available EDRS: ED 292 472).

This document summarizes the selection, configuration, implementation, and evaluation of BiblioFile, a CD-ROM based bibliographic retrieval system used to catalog and process library materials for 103 school centers in the Palm Beach County Schools. A comprehensive literature review, an evaluation of end-user effectiveness, and a comparison of productivity levels before and after system implementation are included.

Eisenberg, Michael B. (Spring 1990). Technology and the Library Media Program: Focus on Potential and Purpose. *School Library Media Quarterly* 18(3), pp. 139-141. (Available UMI: EJ number pending).

Identifies probable areas of future development in personal computer technology that will impact upon the library media program, including (1) full-text information; (2) integration; (3) interactivity; (4) multimedia information; (5) connectivity; and (6) searchability. Suggests ways the library media specialist can benefit from technology despite limited resources.

Hoffman, Ellen. (1988). Managing Automation: A Process, Not a Project. *Library Hi Tech* 6(1), pp. 45-54. (Available UMI: EJ 372 364).

Discussion of issues in management of library automation includes: (1) hardware, including systems growth and contracts; (2) software changes, vendor relations, local systems, and microcomputer software; (3) item and authority databases; (4) automation and library staff, organizational structure, and managing change; and (5) environmental issues, including funding and institutional values.

Murphy, Catherine. (Winter 1990). Questions to Guide Retrospective Conversion Choices for School Library Media Centers. *School Library Media Quarterly* 18(2), pp. 79-81. (Available UMI: EJ number pending).

Identifies questions that school libraries considering retrospective conversion should ask to evaluate their catalog needs and questions to ask vendors about their conversion methods. Comparative data about various vendors and methods of retrospective conversion are provided, along with a list of vendors.

Murphy, Catherine. (May 1989). A Primer on Automating the School Library Media Center. *Electronic Learning* 8(7), pp. 34-37. (Available UMI: EJ 393 983).

Presents guidelines for library media specialists who are preparing to install automated systems to provide improved management and access services. Reasons for automating library management are discussed; hardware and software considerations are reviewed, including costs and compatibility; and retrospective conversion of bibliographic records is considered.

Murphy, Catherine. (November 1988). The Time Is Right to Automate. *School Library Journal* 35(3), pp. 42-47. (Available UMI: EJ 384 334).

Discusses areas to be considered in planning for an automated system for a school library including standards; networking; hardware; cost; order of conversion; retrospective conversion; non-print bibliographic records; vendor reputation; integration with school management software; and subject access.

Potter, William Gray. (June 1989). Expanding the Online Catalog. *Information Technology and Libraries* 8(2), pp. 99-104. (Available UMI: EJ number pending).

Explores a trend among academic libraries to expand the scope of the online catalog to provide information about journal articles, government publications, titles in collected works, non-book resources, remote collections, etc. Specific efforts to unify local collections, provide access to outside resources and commercial databases, and incorporate reference works and full text works are described.

Potter, William G. (May 1988). Library Automation: Hitting the Links. *Journal of Academic Librarianship* 14(2), pp. 102a-102d. (Available UMI: EJ 372 443).

Identifies the four basic functions of library automation as circulation systems, online catalogs, acquisitions, and serial check-in, and compares the advantages and disadvantages of integrated library systems versus linked systems in terms of these functions.

Skapura, Robert. (Winter 1990). A Primer on Automating the Card Catalog. *School Library Media Quarterly* 18(2), pp. 75-78. (Available UMI: EJ number pending).

Provides some basic guidelines for converting to a computerized card catalog in school libraries. The advantages of using the MARC format are discussed, and three conversion methods (on-site, records created by the vendor off-site, and full vendor conversion off-site) are compared in terms of the work involved, costs, and time.

Whelan, Errol A., and Chan, Jeanie. (January/February 1988). Computerizing a High School Library. *Library Software Review* 7(1), pp. 12-16. (Available UMI: EJ 367 828).

Describes how the Swift-Current Comprehensive High School (Saskatchewan) library computerized to create an online catalog, provide access to remote databases, and acquire CD-ROM reference systems. Objectives, hardware and software selection and costs, implementation, and evaluation are discussed.

Compiled by Nancy R. Preston May 1990

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